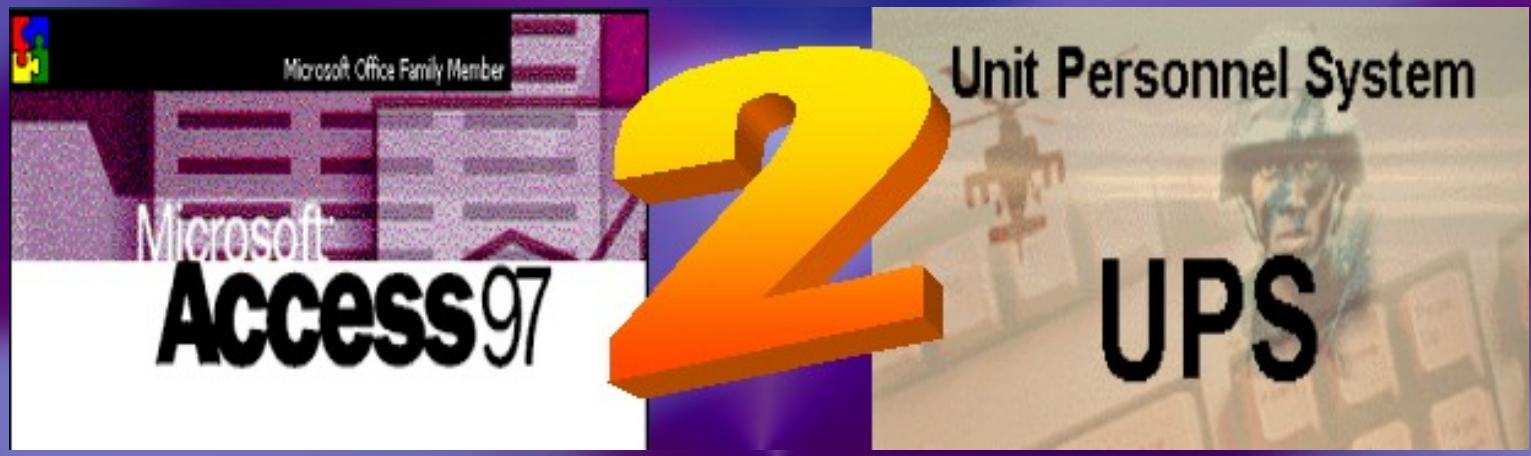
Welcome to

Access To Unit Personnel System



MAJ Young, SFC West, SSG Peterson, SPC Kelley

Monday, September 16th, 2002

MAJ Brian Young
Welcome and Introduction

brian.young@ut.ngb.army.mil
523-4940

Before We Start…

- Breaks - 5 Minute break every hour on the hour.

- Bathrooms - Main Hallway East of Cafeteria on Right
- also South down AUTODIN hallway on the left

- Coffee, Drinks & Snacks - Cafeteria
- Water fountain are by the bathrooms in main hallway

- Cell Phones - Turn off or set to vibrate mode please!

- Public Phones located by sport court near SW corner of area by double doors.

Outline

- MAJ Young
  - Welcome and Introduction
  - What is UPS 6.15
  - The Future of UPS
  - CMS and MILPO Orders
- SSG Peterson
  - Overview of the Data Trail
- SPC Kelley
  - Using MS Access97 to Access UPS Information
- SFC West
  - Demo
- Q&A
- Evaluation

Welcome!

- What is UPS 6.1.5
- The Future of UPS
- CMS and MILPO Orders

SSG Scott Peterson
Overview of the Data Trail

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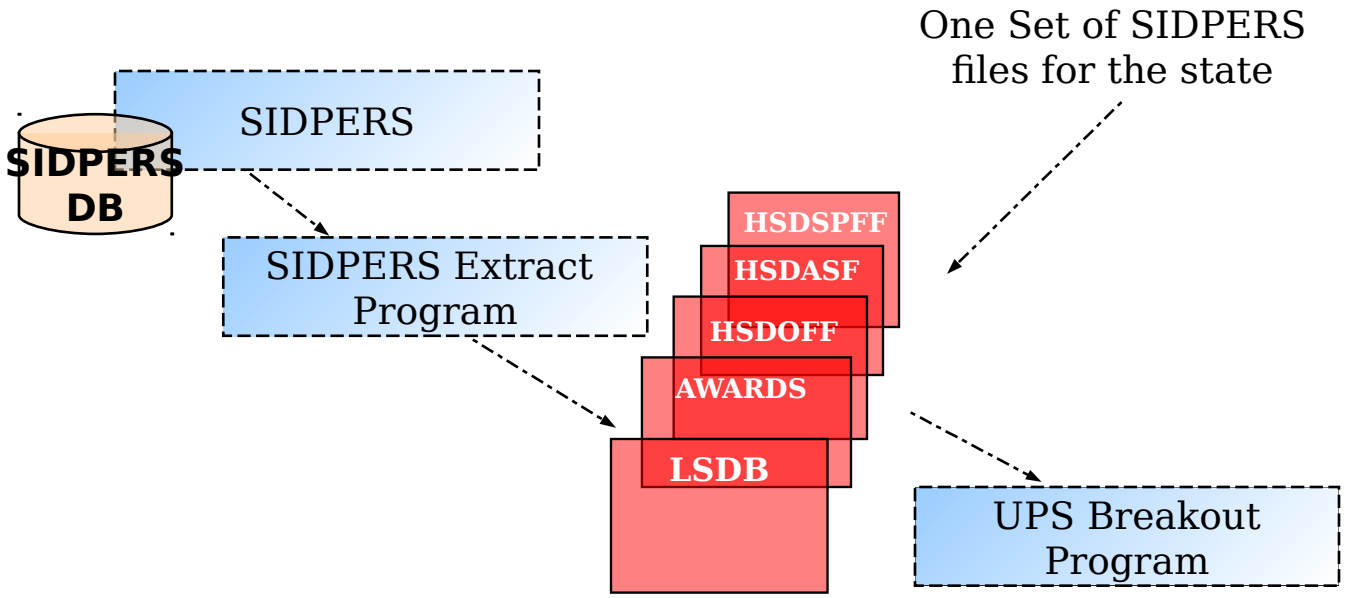
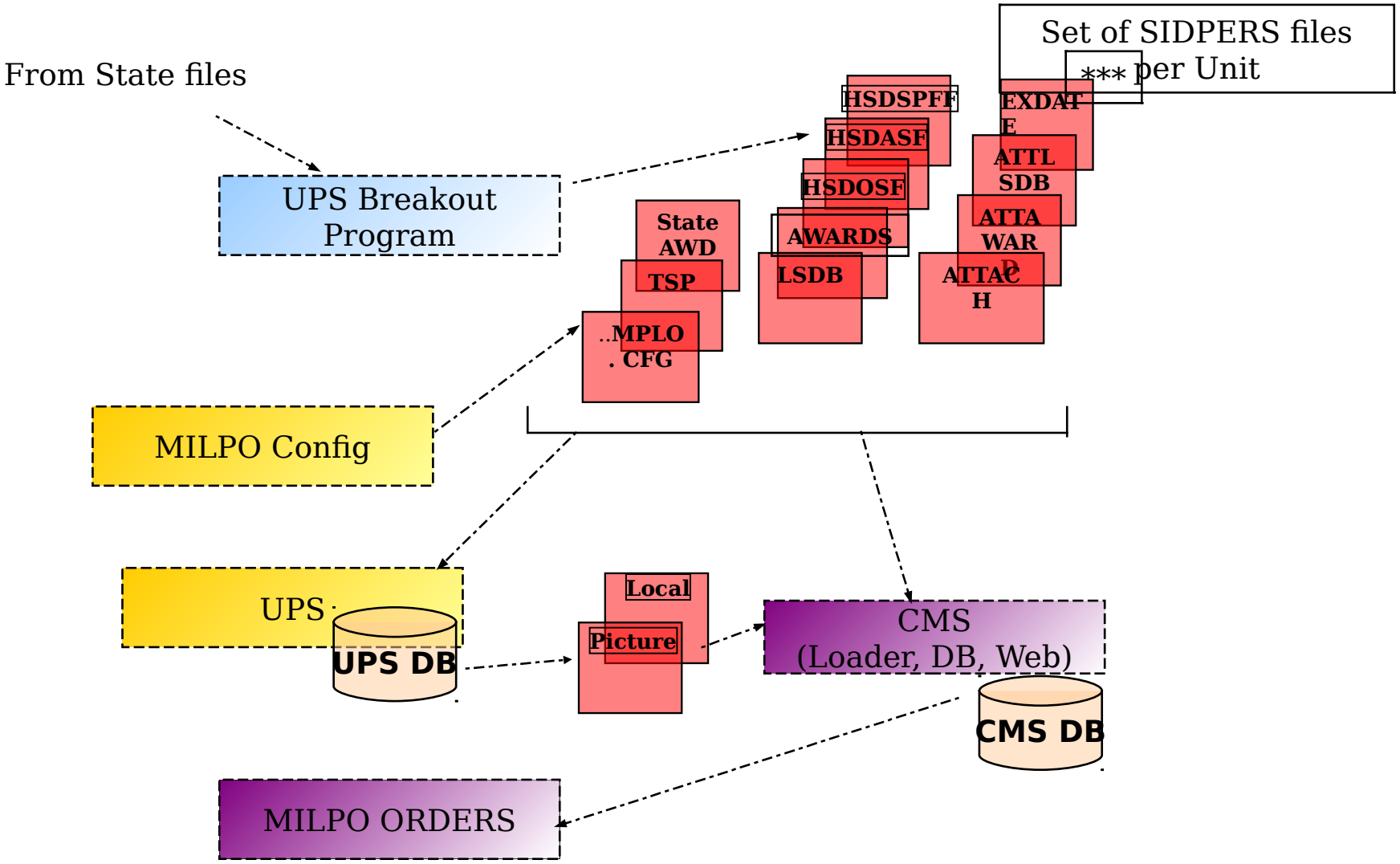
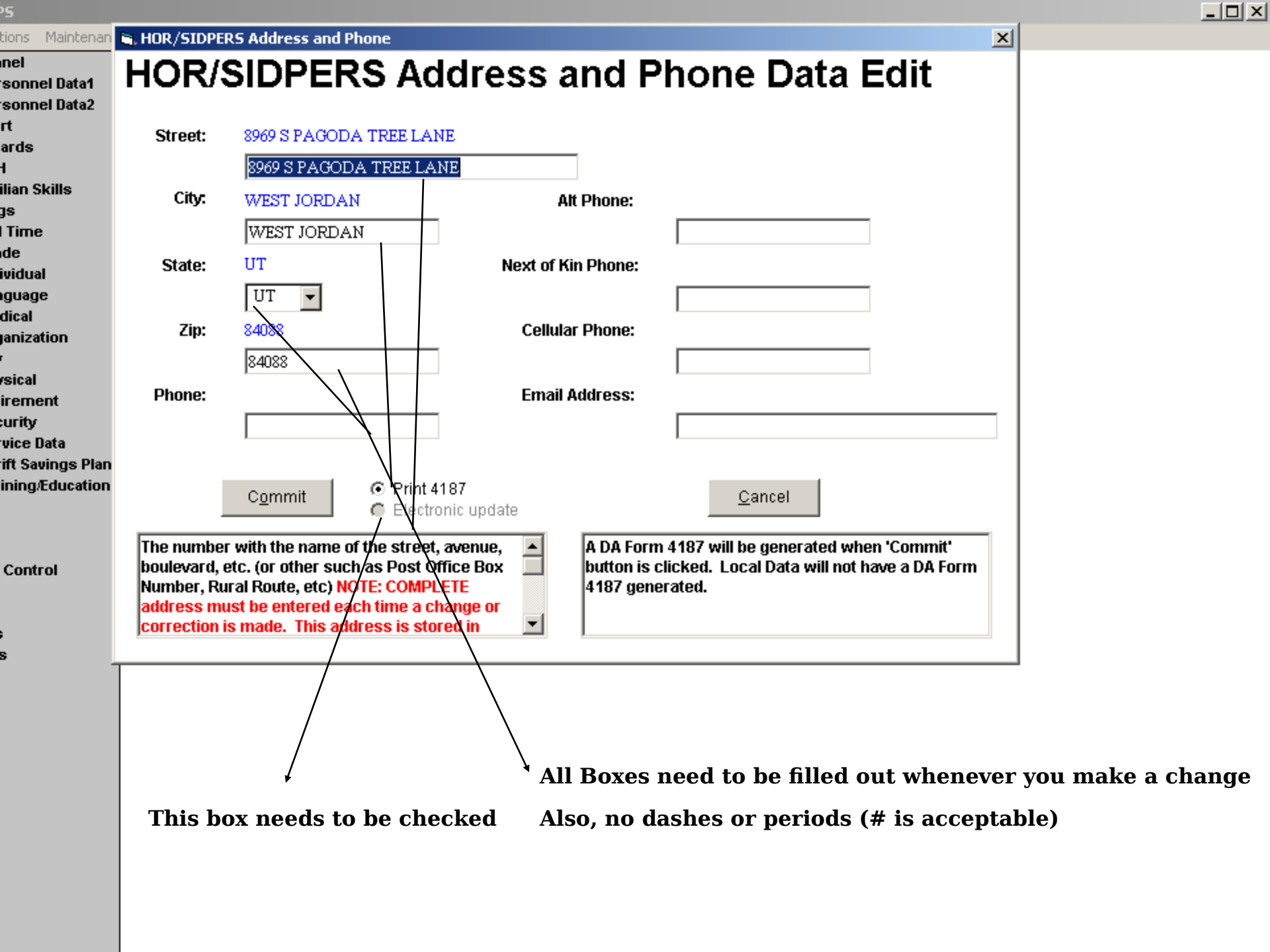
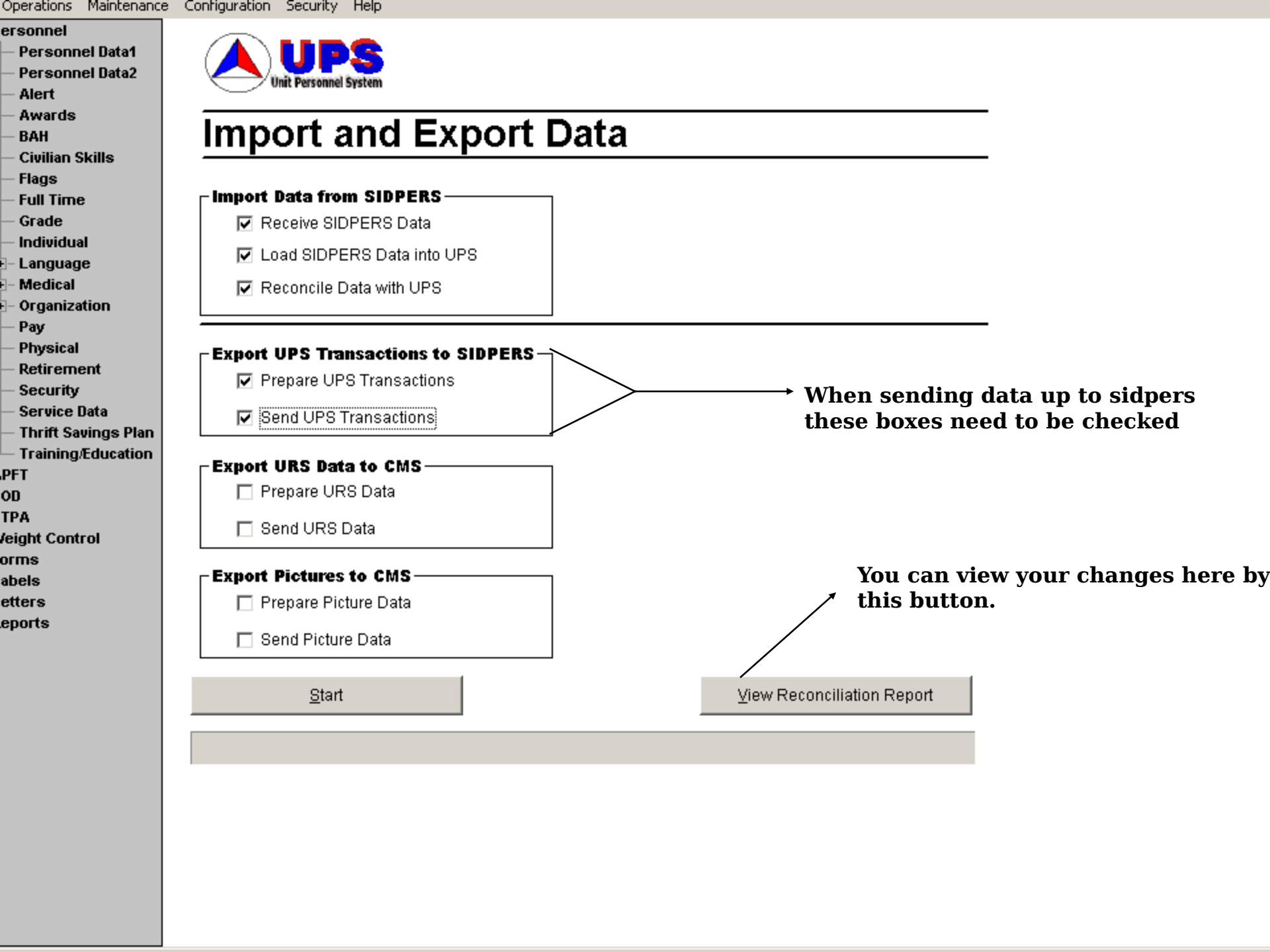
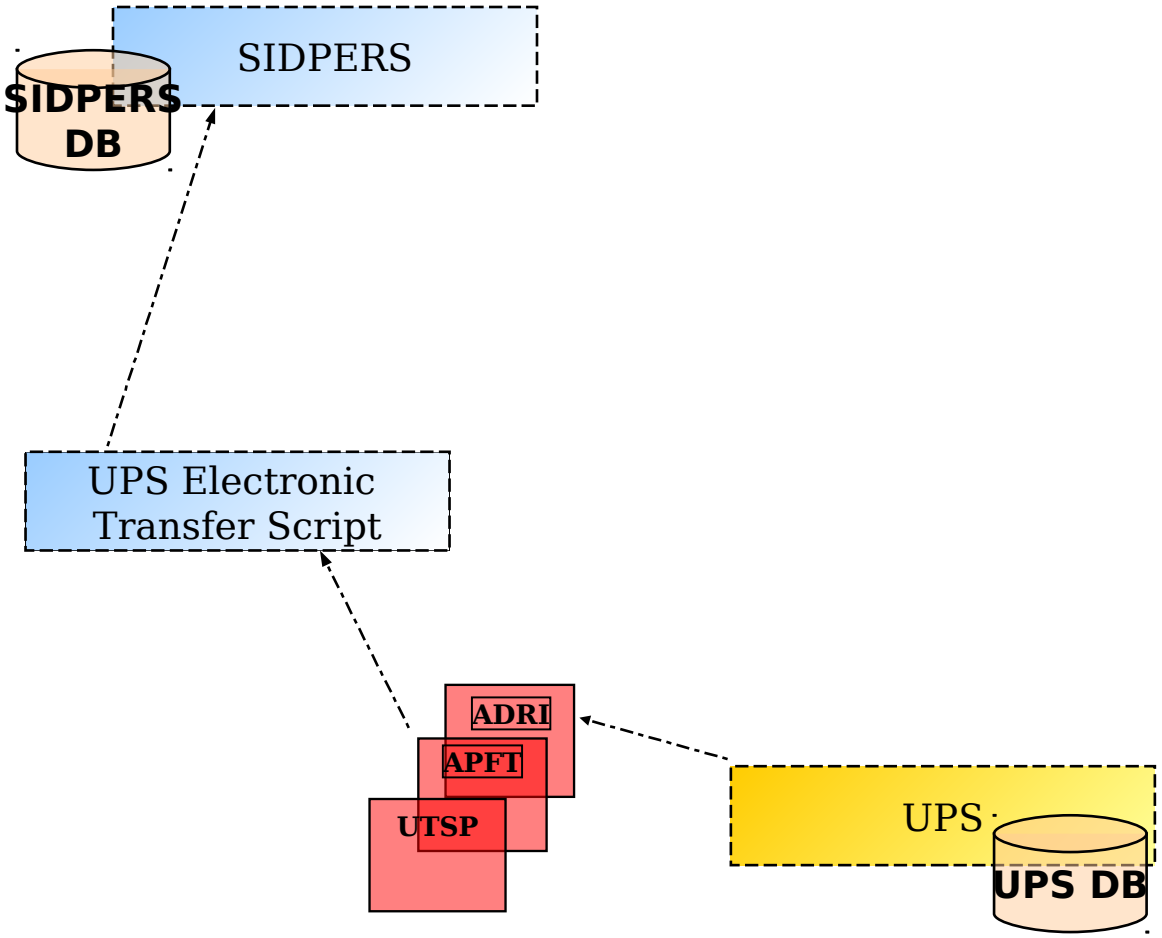
523-4554

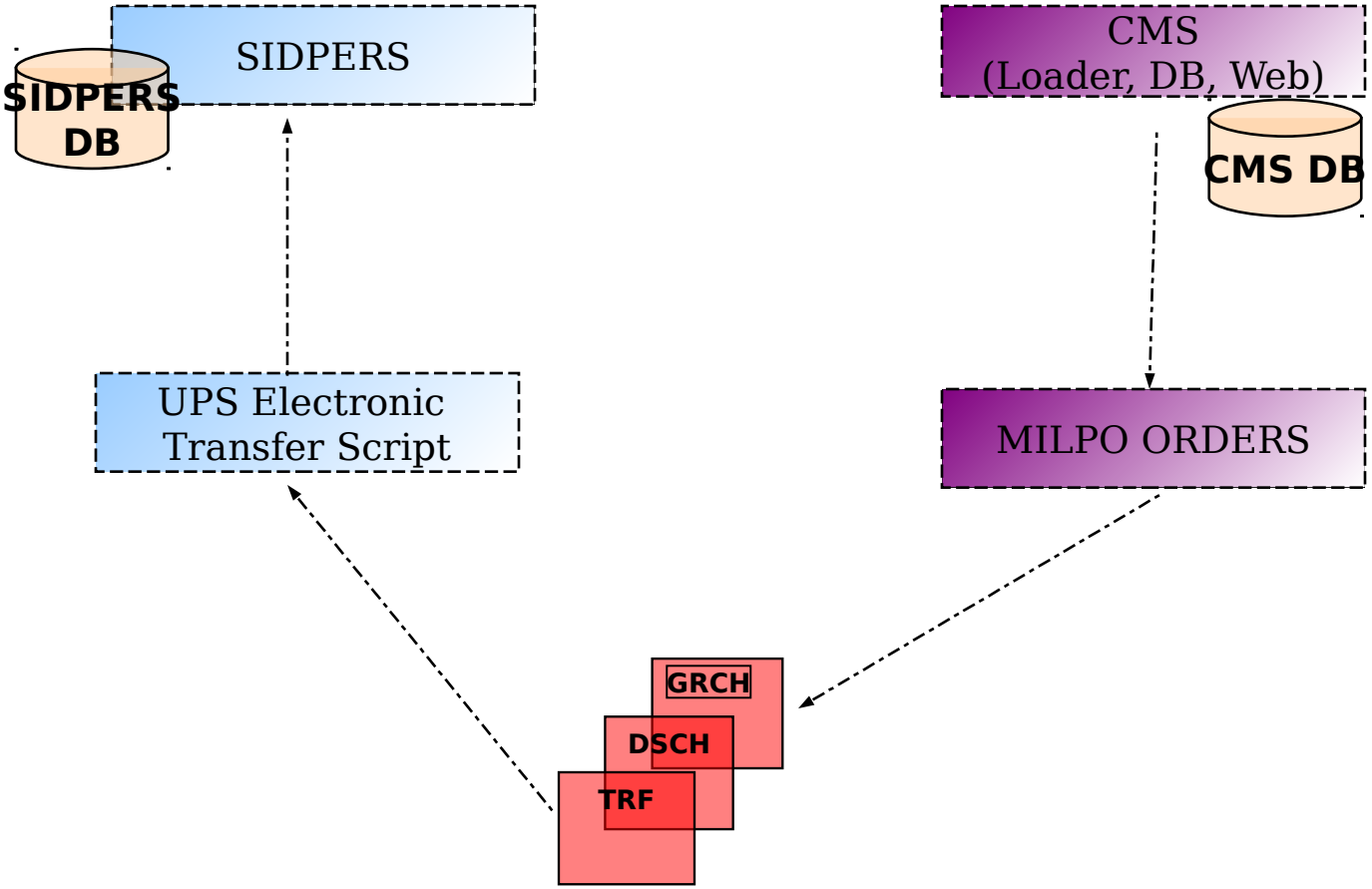

One Set of SIDPERS files for the state
SIDPERS
SIDPERS DB
SIDPERS Extract Program
HSDSPFF
HSDASF
HSDOFF
AWARDS
LSDB
UPS Breakout Program


From State files
Set of SIDPERS files
*** per Unit
UPS Breakout Program
HSDSPFF
HSDASF
HSDOSF
AWARDS
LSDB
EXDATE
ATTL SDB
ATTA WAR D
ATTACH
State AWD
TSP
...MPLO . CFG
MILPO Config
UPS
UPS DB
Local
Picture
CMS (Loader, DB, Web)
CMS DB
MILPO ORDERS


HOR/SIDPERS Address and Phone
HOR/SIDPERS Address and Phone Data Edit
Street:
8969 S PAGODA TREE LANE
8969 S PAGODA TREE LANE
City:
WEST JORDAN
WEST JORDAN
State:
UT
UT
Zip:
84088
84088
Phone:
Alt Phone:
Next of Kin Phone:
Cellular Phone:
Email Address:
Commit
Print 4187
Electronic update
Cancel
The number with the name of the street, avenue, boulevard, etc. (or other such as Post Office Box Number, Rural Route, etc) NOTE: COMPLETE address must be entered each time a change or correction is made. This address is stored in
A DA Form 4187 will be generated when 'Commit' button is clicked. Local Data will not have a DA Form 4187 generated.
This box needs to be checked
All Boxes need to be filled out whenever you make a change
Also, no dashes or periods (# is acceptable)


Operations Maintenance Configuration Security Help
ersonnel
Personnel Data1
Personnel Data2
Alert
Awards
BAH
Civilian Skills
Flags
Full Time
Grade
Individual
Language
Medical
Organization
Pay
Physical
Retirement
Security
Service Data
Thrift Savings Plan
Training/Education
PFT
OD
TPA
Veight Control
orms
abels
etters
eports
UPS
Unit Personnel System
Import and Export Data
Import Data from SIDPERS
Receive SIDPERS Data
Load SIDPERS Data into UPS
Reconcile Data with UPS
Export UPS Transactions to SIDPERS
Prepare UPS Transactions
Send UPS Transactions
When sending data up to sidpers these boxes need to be checked
Export URS Data to CMS
Prepare URS Data
Send URS Data
Export Pictures to CMS
Prepare Picture Data
Send Picture Data
You can view your changes here by this button.
Start
View Reconciliation Report


SIDPERS
SIDPERS DB
UPS Electronic Transfer Script
ADRI
APFT
UTSP
UPS
UPS DB


SIDPERS
SIDPERS DB
CMS
(Loader, DB, Web)
CMS DB
UPS Electronic
Transfer Script
MILPO ORDERS
GRCH
DSCH
TRF

Edit View Favorites Tools Help Send

Back Search Favorites History

ress milpo Go

Type milpo here and

PRIVACY & SECURITY NOTICE

UTAH ARMY NATIONAL GUARD

OMMAND & STAFF | DIRECTORATES | PHONE DIRECTORY | LINKS | THREATCON | ORDERS QUERY | HELPDESK |

Internet Links

- AKO
- Early Bird
- National Guard
- Air National Guard
- Army National Guard
- Yellow Pages
- Utah NG Public Web Site

News Center

- 1-800-GO-GUARD
- Army Link
- Defense Link
- CNN News
- Daily Information
- Stars & Stripes
- Utah Minuteman Fall 2002

email Webmaster

Internet

Edit View Favorites Tools Help Send

Back Search Favorites History

https://milpo/cmswebservices/ Go

Web Applications

CMS	Command perspective on personnel data, with individual data in view screens and summary reports.
MILPO	MILPO Orders provides the capability to automate the process of initiating, reviewing, approving, and publishing certain military personnel orders.
RCASWeb	User Administration.

Local intranet

Edit View Favorites Tools Help Send
Back Search Favorites History
https://milpo/CMS/frame.asp Go

UPS
Unit Personnel System

Search For:

Name
SSN

Search

Personnel Data 1 of 2

AANERUD ELLIOTT ROY

Name: AANERUD ELLIOTT ROY

Rank: SFC **SSN:** 529-76-6414

MPC: Enlisted (ENLD)

HOR/SIDPERS Address

Street: 8969 S PAGODA TREE LANE

City: WEST JORDAN

State: UT **Zip:** 84088

Phone: -- **Alt Phone:** --

Cellular Phone: -- **Next of Kin Phone:** --

Email Address: --

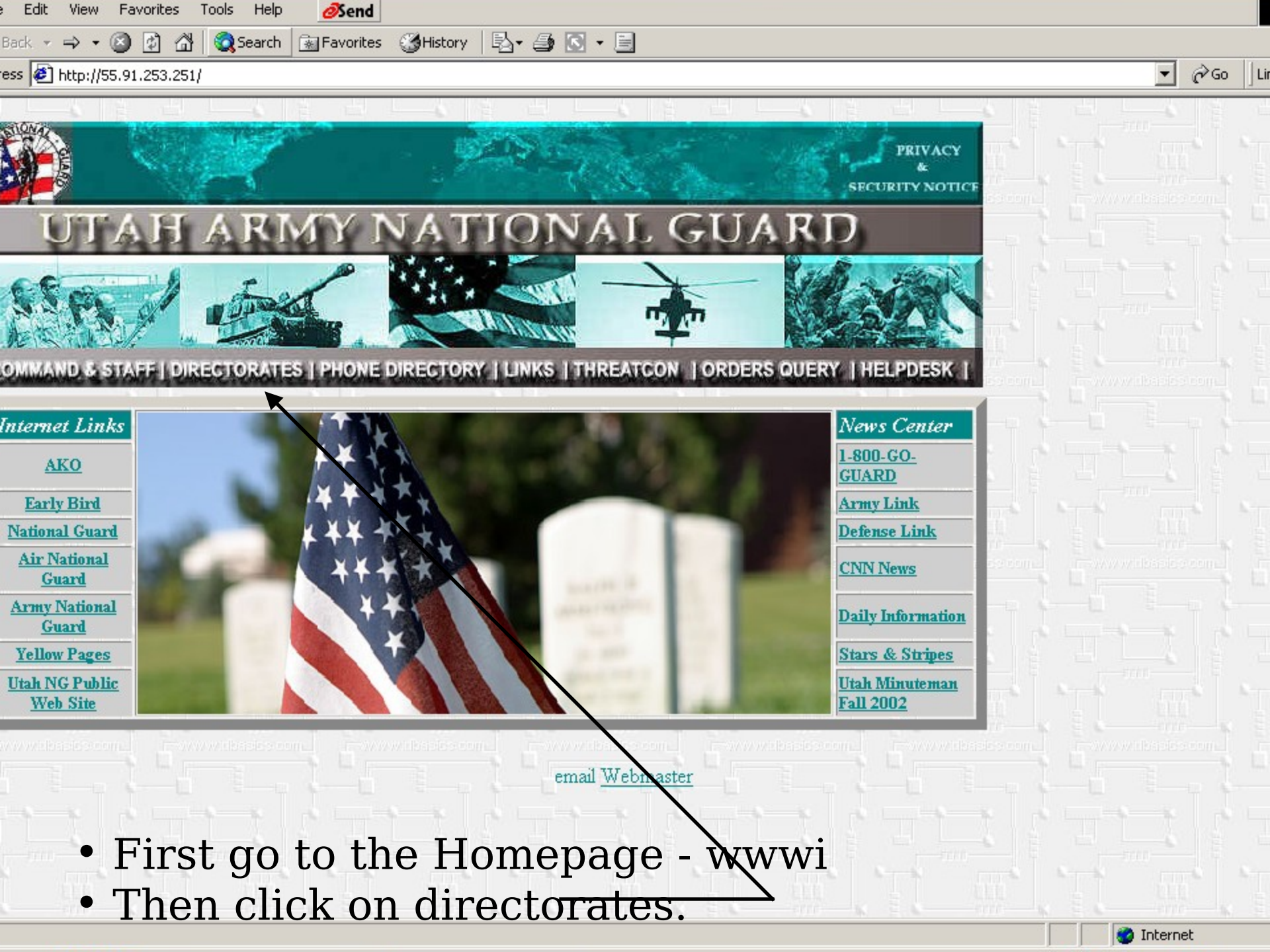
No Photo Available

The data was last updated on: 29 Aug 2002

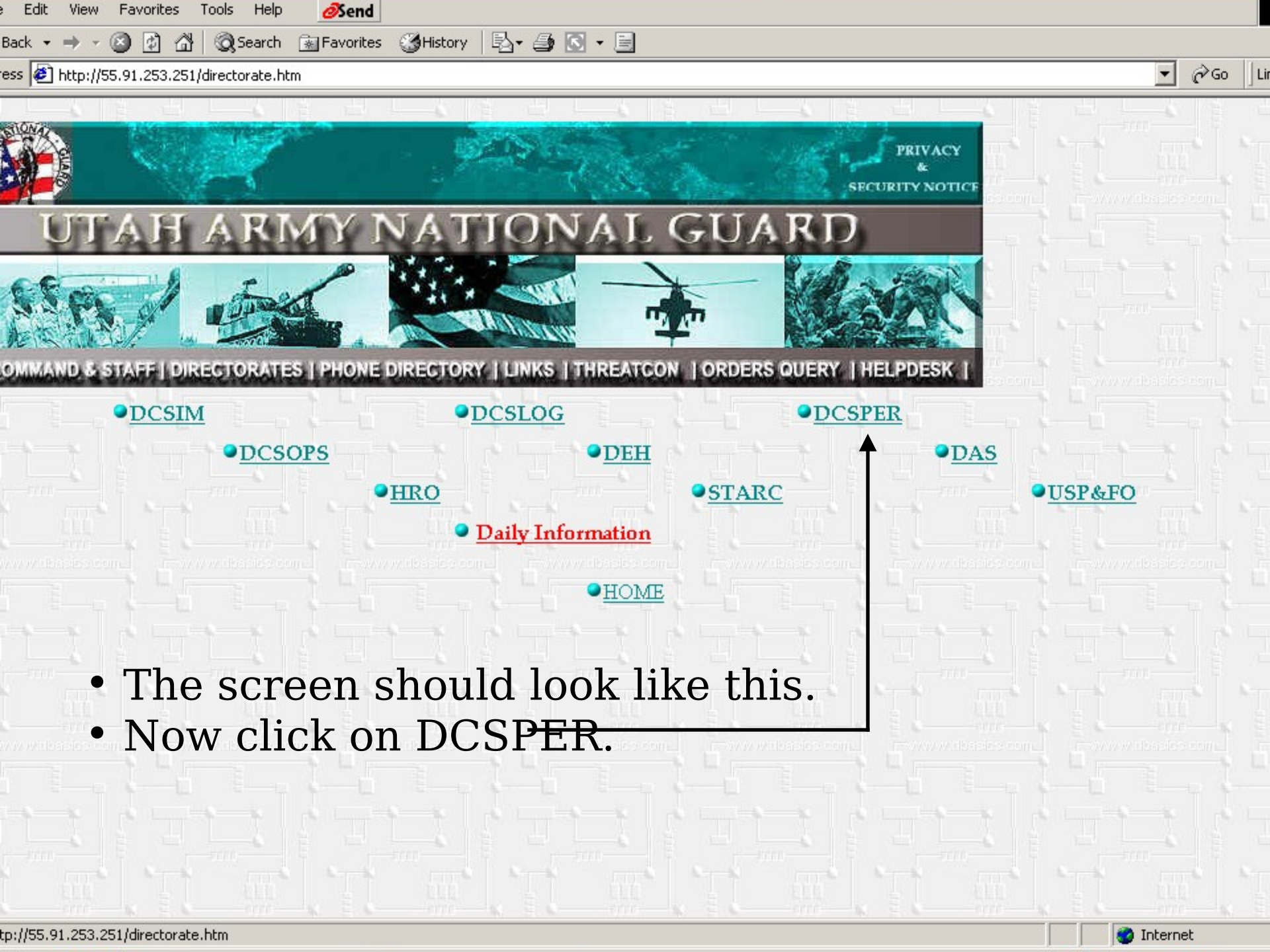
Local intranet

Need Help??

- **Use the UPS Help on the web.**
- **Use the UPS FAQ on the web.**



- First go to the Homepage - wwwi
- Then click on directorates.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PRIVACY & SECURITY NOTICE
UTAH ARMY NATIONAL GUARD
COMMAND & STAFF | DIRECTORATES | PHONE DIRECTORY | LINKS | THREATCON | ORDERS QUERY | HELPDESK |
DCSIM
DCSLOG
DCSPER
DCSOPS
DEH
DAS
HRO
STARC
USP&FO
Daily Information
HOME
• The screen should look like this.
• Now click on DCSPER.
http://55.91.253.251/directorate.htm
Internet

Edit View Favorites Tools Help Send

Back Search Favorites History

http://55.91.253.251/dpca_mwr/Default.htm Go

DEPUTY CHIEF OF STAFF FOR PERSONNEL - DCSPER

Check out the Rackbuilder on the Awards page!!

Click Here for HOT NEWS

COL BRUCE C. FRANDSEN
Deputy Chief of Staff Personnel

PERSONNEL PLANS & ACTIONS DIVISION

- Enlisted Personnel Management
- Officer Personnel Management
- Personnel Service Branch (PSB)
- SIDPERS Interface Branch (SIB)
- Retirement Points Accounting Management (RPAM)
- Personnel Automation

PERSONNEL SERVICES & SUPPORT DIVISION

- Civilian Education
- Family Readiness
- Retirement Services
- Medical Services Branch
- Selected Reserve Incentive Program (SRIP)
- Personnel Security
- Awards
- Morale, Welfare & Recreation (MWR)

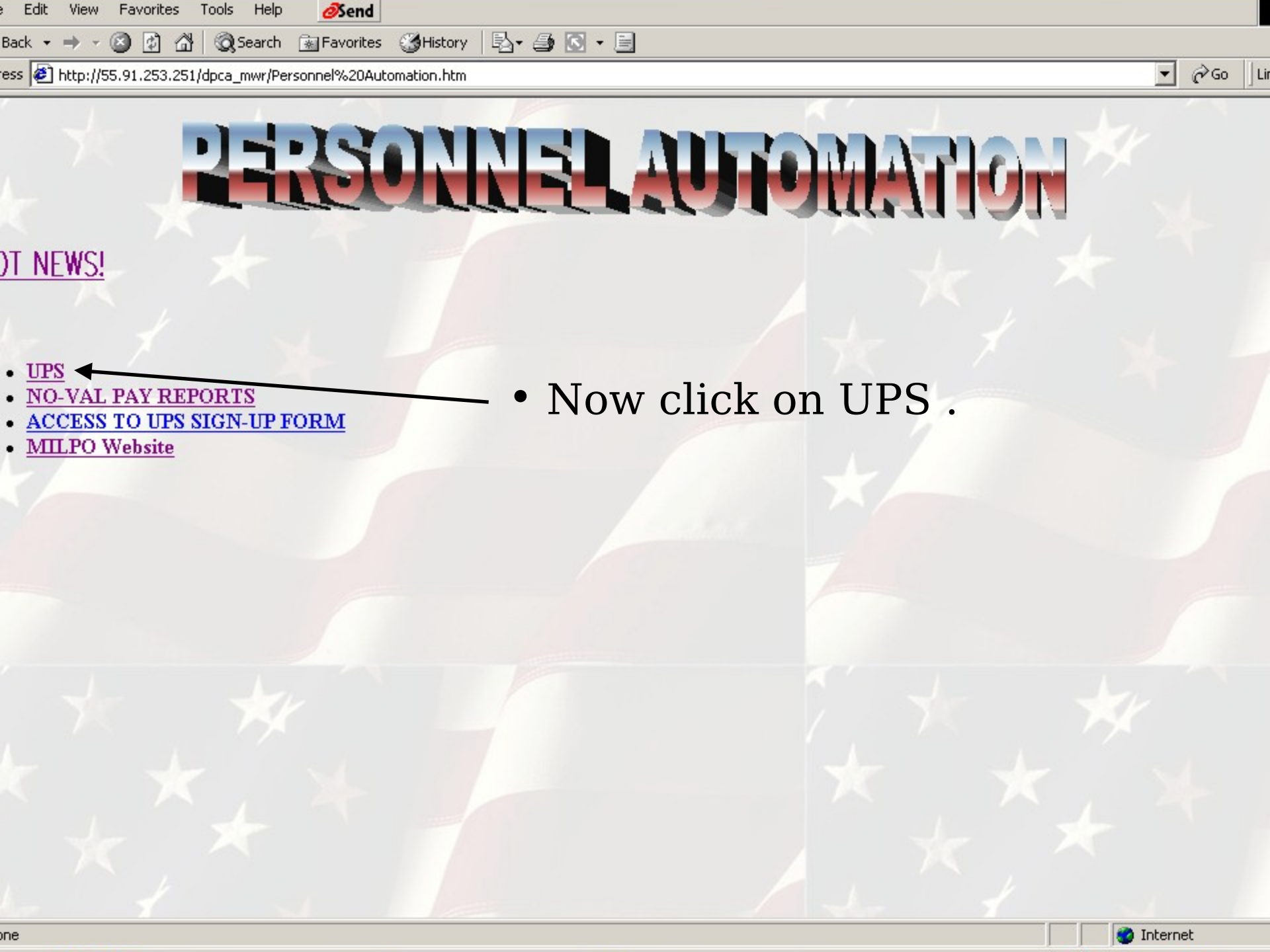
Looking for someone??
Check out the DCSPER Organization Chart!!
Click Here.

Recruiting / Retention | Library

Resources | Reports

- The screen should look l
- Now click here.

Internet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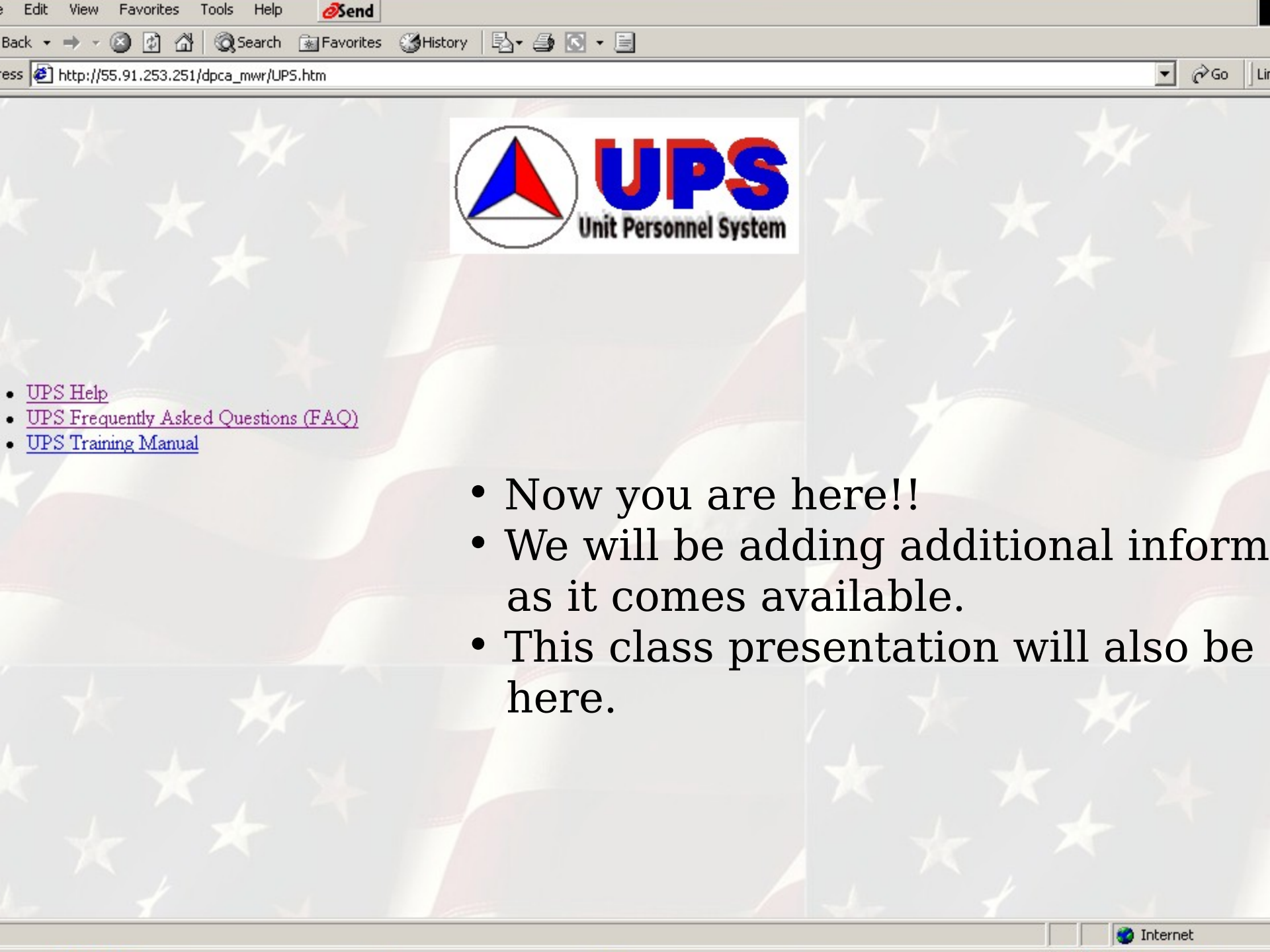
PERSONNEL AUTOMATION
OT NEWS!
UPS
NO-VAL PAY REPORTS
ACCESS TO UPS SIGN-UP FORM
MILPO Website
• Now click on UPS .
Internet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Send
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Favorites
History
http://55.91.253.251/dpca_mwr/UPS.htm
Go
UPS
Unit Personnel System
UPS Help
UPS Frequently Asked Questions (FAQ)
UPS Training Manual
Now you are here!!
We will be adding additional inform as it comes available.
This class presentation will also be here.
Internet

SPC Perry Kelley
Using MS Access to Access UPS Information

perry.kelley@ut.ngb.army.mil
523-4094

MS Access97 And UPS Information

- Section one - Need the Info
- Section two - Using MS Access97
- Section three - Using MS Access97 with UPS

Section I
Need the Info!

Need the Info!

- Who?
- How Many?
- When?

Most Everything you want is ‘In There’

- What if what you want isn’t in a canned UPS report?
- It’s up to you to go and get it!
- But to get it you need to get ‘In There’ and get the information.

So Let’s get ‘In There’!

- The same old questions…

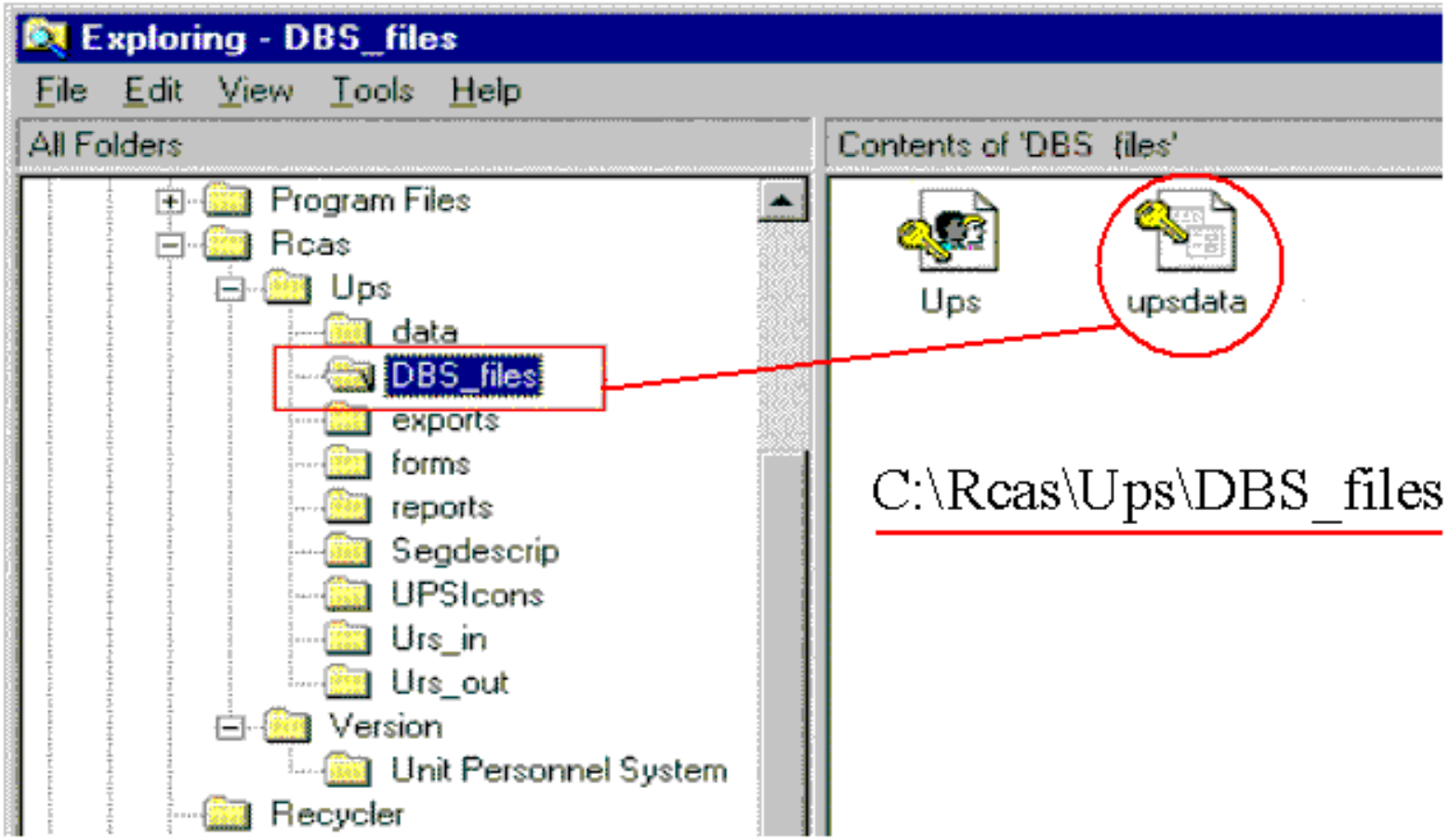
- What’s ‘In There’?
- How to get ‘In There’.
- What to do when you get ‘In There’.
- How to get what’s ‘In There’ on paper.
- What not to mess with.
- How to protect what’s ‘In there’
- What to do if you did what we told you NOT to do.

What is ‘In There’?

- The information you need is what’s ‘In There’
- Each unit or personnel record is in a table such as

  - tblSIDPERS - AKA SIDPERS information
  - tblRel_Denom - AKA Religious affiliation
  - tblORGANIZATION - AKA Organizational information

How to get ‘In There’



How to get ‘In There’

- UPS files
  - Where they are. They’re in a folder on your PC
    - What folder? C:\RCAS\UPS\DBS_files
    - What drive? can be installed on D: Drive but usually on Drive C:
  - Which file or files have the info I need?
    - Answer: C:\RCAS\UPS\DBS_files\upsdata.mdb

What to do when you get ‘In There’

- Find the information you need
- Browse for info in tables which contain the records you want
- Search for specific information using criteria
- Print reports

How to get what’s ‘In There’ on paper

- Locate the information you need from a table.
-
- Arrange the data by filtering, sorting it in with a query.
- Create and format a report that includes your data, add any expressions like Totals to your report.
- Choose your page layout and print it out.

What NOT To Mess With

- Don’t mess with the upsdata.mdb file.
- The upsdata.mdb file IS your database file.
- The file contains any queries and reports you create.

How to protect what’s ‘In there’

- Back it up.
- Create a backup folder
- copy C:\RCAS\UPS\DBS_files\upsdata.mdb to your backup folder.

What to do if you did what we told you NOT to do.

- Slowly look over your shoulder to see if anyone noticed.
- Don’t tell anybody.
- Try to look happy.
- Don’t call me.
- Call the Help Desk and say you’re MAJ Young.

- Restore your backup UPSDATA.MDB File

Section II
Using MS Access 97

- What’s a database?
- What is MS Access
- What is MS Access97
- Why 97, Why not 2000… or XP

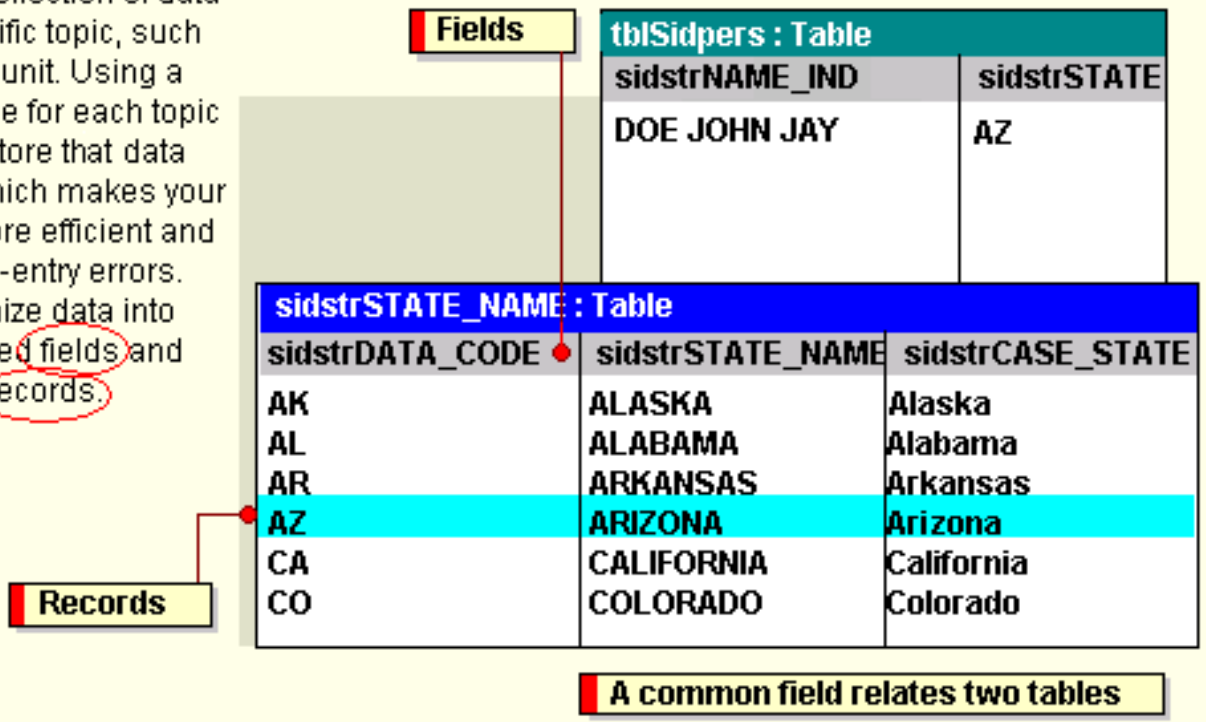
Using MS Access 97

- MS Access Database
  - What’s a file
  - What’s an MDB
  - What’s a Table?
  - What’s a Query?
  - What’s a Report?

Tables - What are they?

Tables: What they are and how they work

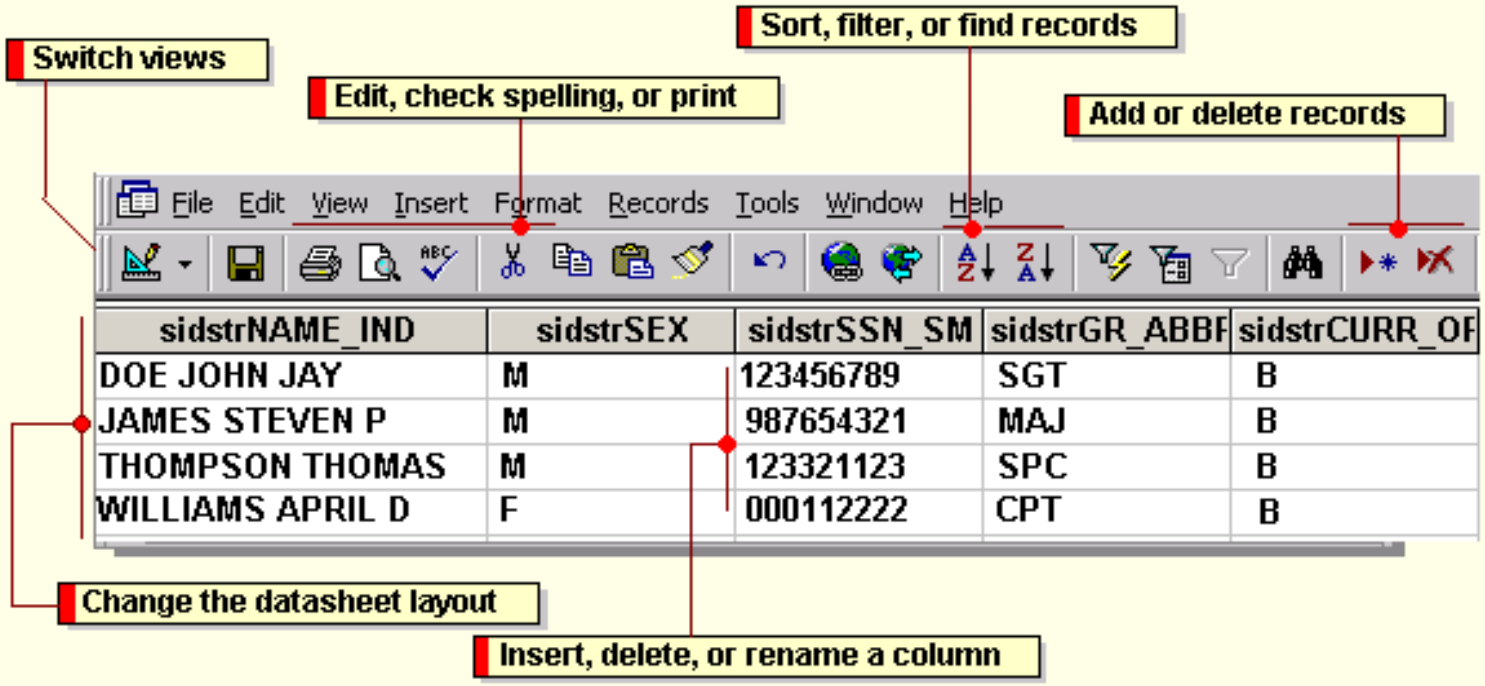
A table is a collection of data about a specific topic, such as soldier or unit. Using a separate table for each topic means you store that data only once, which makes your database more efficient and reduces data-entry errors. Tables organize data into columns called fields and rows called records.



Tables - What are they?

Tables: What they are and how they work

In table Datasheet view, you can add, edit, or view the data in a table. You can also check the spelling and print your table's data, filter or sort records, change the datasheet's appearance, or change the table's structure by adding or deleting columns.



Query - What are they?

Queries: What they are and how they work

You use queries to view, change, and analyze data in different ways. You can also use them as the source of records for forms and reports.

Bring together data from multiple tables and sort it in a particular order.

tblSIDPERS Query : Select Query

	sidstrNAME_IND	sidstrSEX	sidstrSSN_SM	sidstr
▶	DOE JOHN JAY	M	123456789	SGT
	JAMES STEVEN P	M		
	THOMPSON THOMAS	M		
	WILLIAMS APRIL D	F		

tblNameListBreakout Query : Select Query

	namestrSSN	namestrLastNa	namestrCaseL
▶	123456789	DOE	Doe

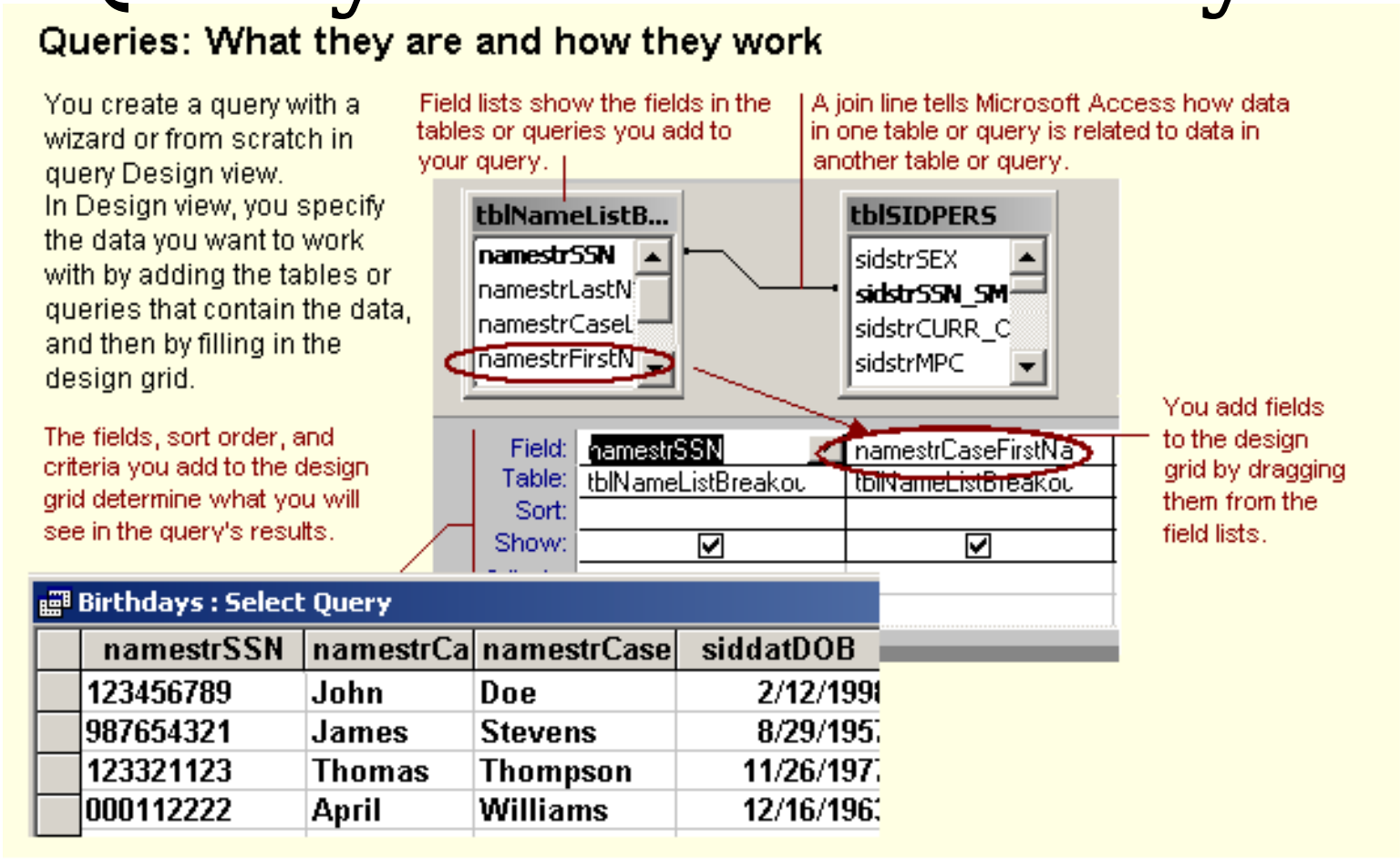
The most common type of query is a select query. A select query retrieves data from one or more tables using criteria you specify, and then displays it in the order you want.

Birthdays : Select Query

	namestrSSN	namestrCa	namestrCase	siddatDOB
	123456789	John	Doe	2/12/199
	987654321	James	Stevens	8/29/195
	123321123	Thomas	Thompson	11/26/197
	000112222	April	Williams	12/16/196

Data from the SIDPERS table such as DOB can be synchronized with the name breakout table to create a birthday list that can be sorted by first name, last name or birthday.

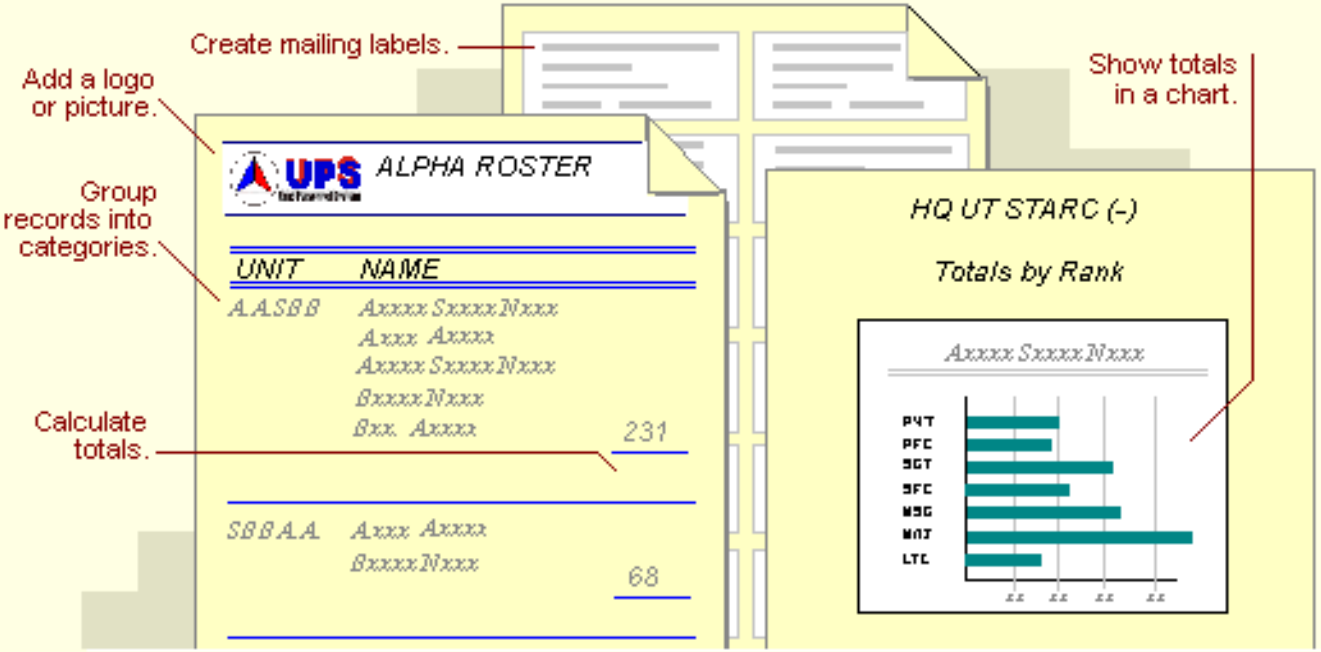
Query - What are they?



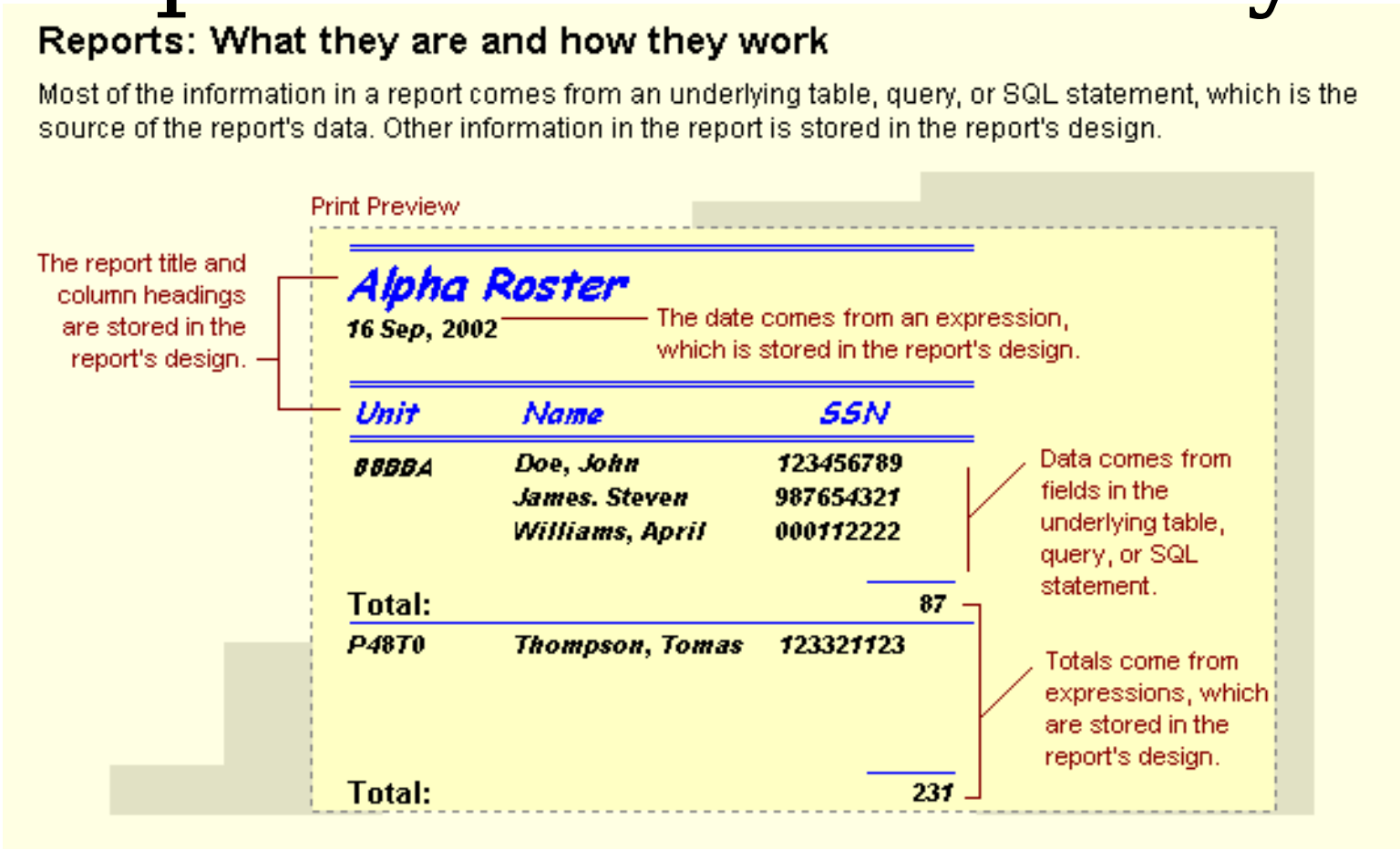
Reports - What are they?

Reports: What they are and how they work

A report is an effective way to present your data in a printed format. Because you have control over the size and appearance of everything on a report, you can display the information the way you want to see it.



Reports - What are they?


Reports: What they are and how they work
Most of the information in a report comes from an underlying table, query, or SQL statement, which is the source of the report's data. Other information in the report is stored in the report's design.
Print Preview
The report title and column headings are stored in the report's design.
Alpha Roster
16 Sep, 2002
The date comes from an expression, which is stored in the report's design.
Unit
Name
SSN
88BBA
Doe, John
123456789
James. Steven
987654321
Williams, April
000112222
Data comes from fields in the underlying table, query, or SQL statement.
Total:
87
P48T0
Thompson, Tomas
123321123
Totals come from expressions, which are stored in the report's design.
Total:
231

Section III
Using MS Access 97 With UPS!

Section III
Using MS Access 97 With UPS!

- How do you get unit personnel data that you need?
- How do you arrange it?
- How do you search it?
- How do you print it?

How do you get unit personnel data that you need?

- Hunt for it.
-
- Browse a Table.

- Export it.

How do you arrange it?

- Sort it
- Filter it
- Arrange it in a Query
- Arrange it in a Report

How do you search it?

- The most useful way is to create a query.
- You can query a single table or multiple tables.
- You can use a ‘KEY’ piece of information such as a SSN to join information from multiple tables to a single search

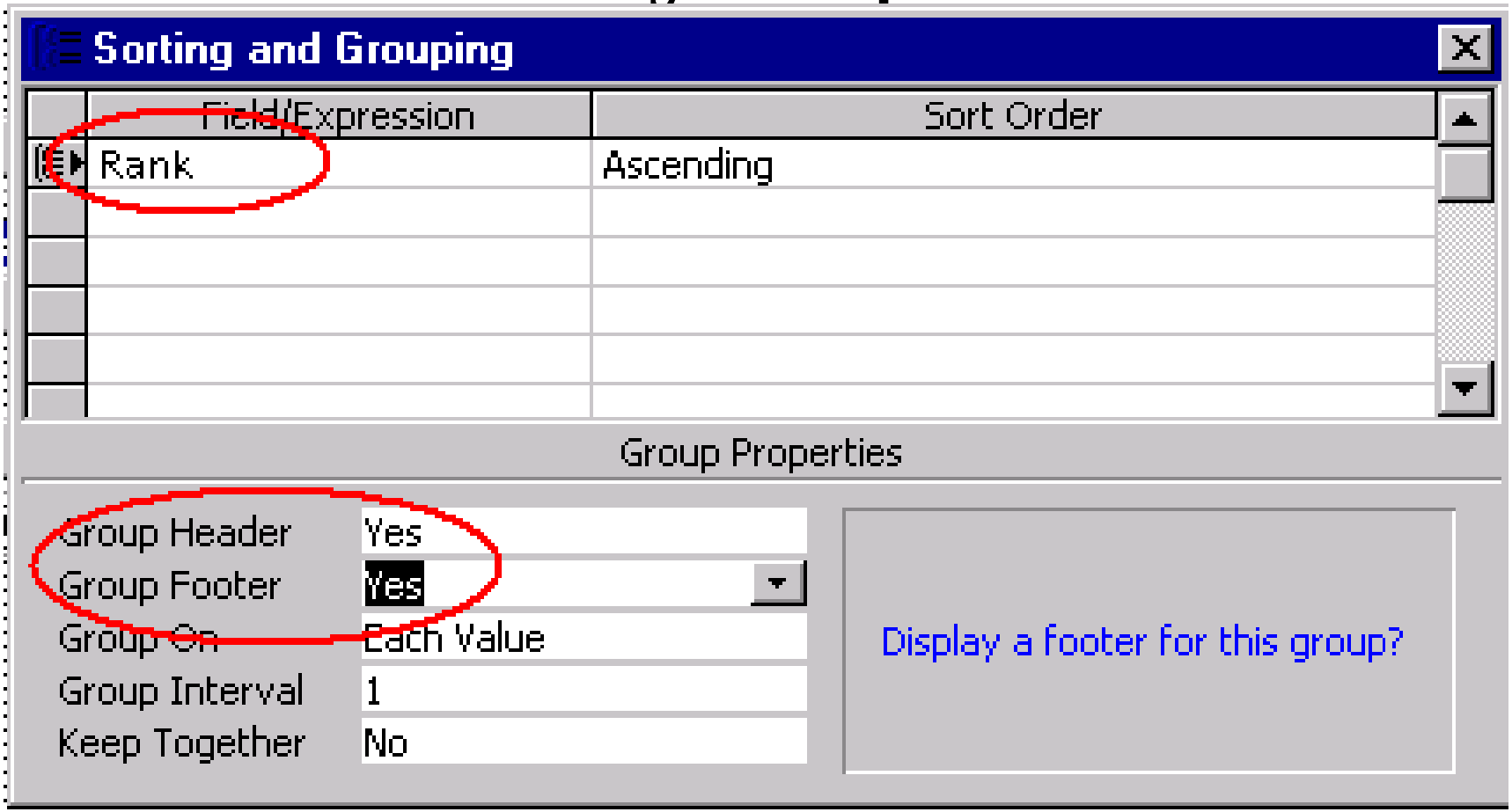
How do you print it?

- Queries Are The Key! But you can also use tables
- Use the report wizard to choose items from a table or query and put them in a report.
- Add your unique formatting to the Report

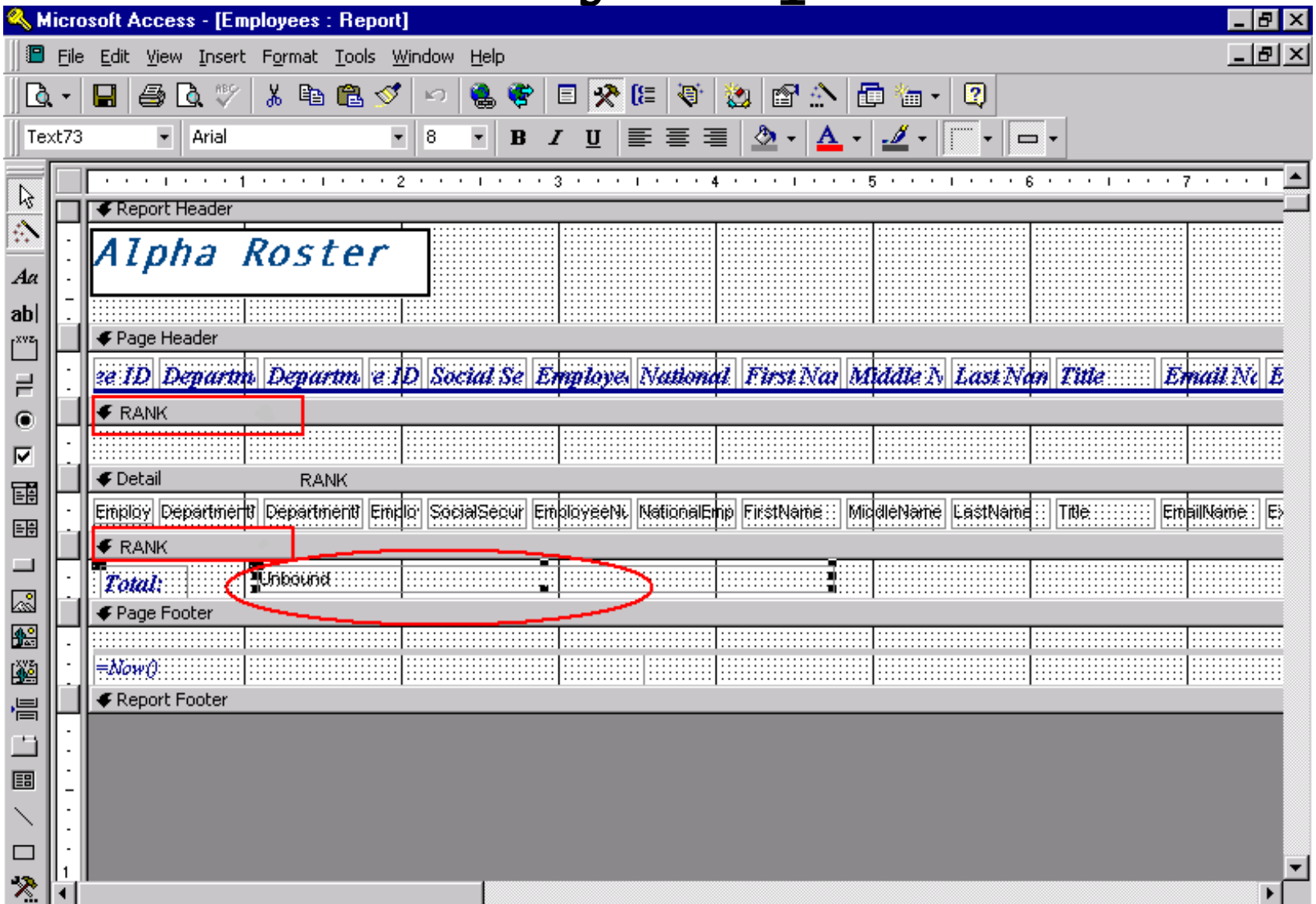
How do you print it?

- A formatting example would be to add a total for a grouping
- To create a total for each rank use the “Count” function
- Create a group for your criteria using Sorting and Grouping

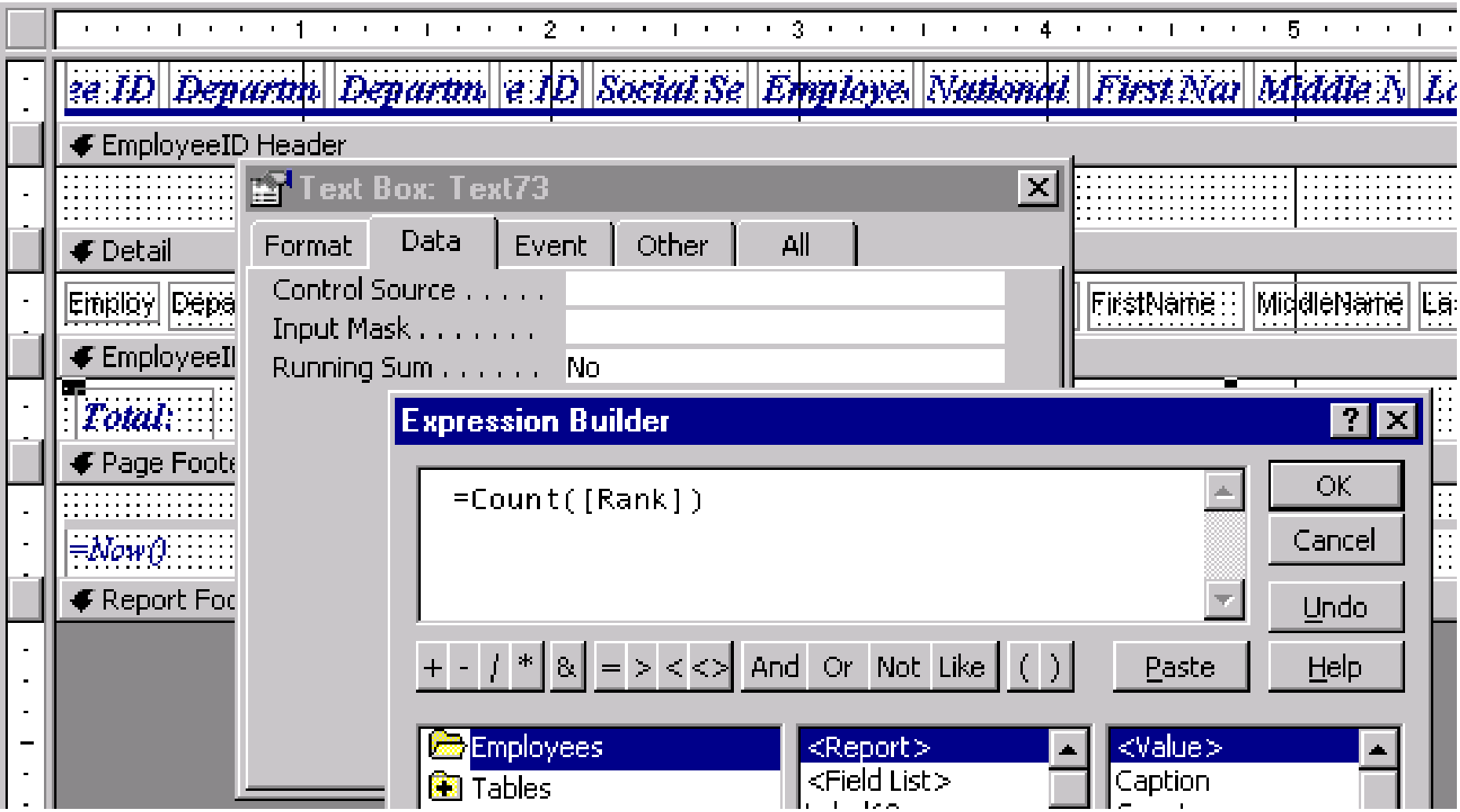
How do you print it?



How do you print it?



How do you print it?



Lab

- Create a Alpha Roster
- Sort by rank
  - -Then-
    - Sort by Last Name
- Add Totals by Rank

Create An Alpha Roster

- Don’t go to the SIDPERS table, Instead create a query
- Go to the Query’s Tab and click the New button.
- Select Design View and click OK
- Choose tblSIDPERS from the Tables Tab of the Show Tables box and click Add
- Choose the fields you want from the Table Box in the upper part of the screen and drag them one at a time to the design grid in the lower part of the screen
  - sidstrNAME_IND
  - sidstrGR_ABBR_CO
  - sidstrSSN_SM
- Close the Show Tables box
- Click the Diskette icon on the Toolbar and save your query as “AlphaRoster”
- Close Design View by clicking the ***LOWER*** X in the top Right of the screen
- Run you query by double clicking it.

Sort It

- If your still looking at the roster close it.
- With AlphaRoster selected (highlighted in BLUE) click the Design button.
- Choose the field that you want to sort and click in the sort field. A gray dropdown box will appear on the right side of the field, click it.
- Select the sorting that you desire.
- Save and run your query.

Create a Report

- You’ve just run your query so close it and select the REPORTS tab.
- Click New and be sure to choose the Report Wizard. In the select box below be sure to choose your AlphaRoster query and click OK
- Click the >> button to choose all the fields in your AlphaRoster query. Click Next
- Add a grouping level. Select sidstrGR_ABBR_CODE and click the > button
- Now add any Report level sorting. Select sidstrNAME_IND from the top select box and click Next.
- Click Next. This will choose the default layout.
- Choose the Corporate style by clicking Corporate and click Next.
- Click Finish
- View your report.

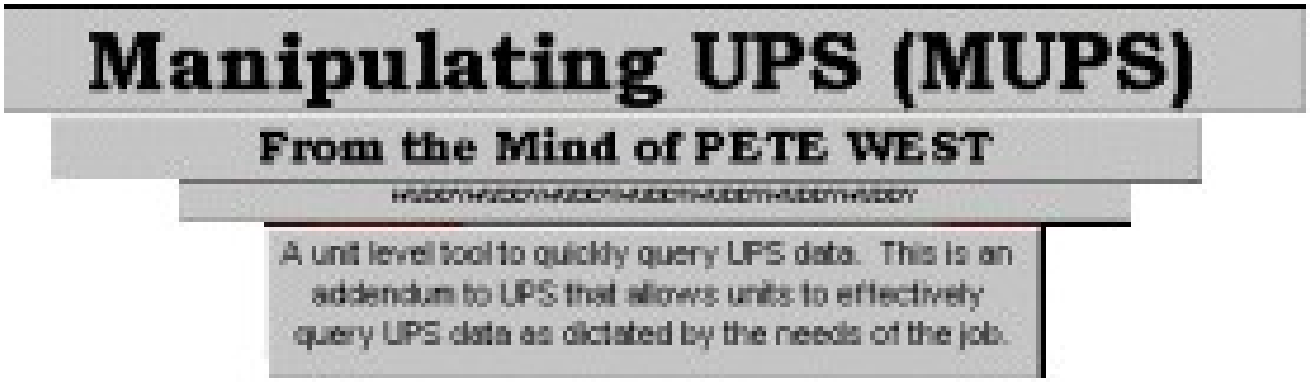
Add Totals

- If your looking at your report, close it.
- With AlphaRoster selected (highlighted in BLUE) in the Report Screen click the Design button.
- In this report we want to add totals by rank. So in the group called [sidstrGR_ABBR_CODE Header] in the area below that to the right of the box that says *sidstrGR_ABBR_CODE* you need to put your counter control. This control will be a “Text Box” so on the toolbar click the **ab|** button then draw a box to the right of the *sidstrGR_ABBR_CODE* box.
- Double Click the Text11 box and re-label it “Total”
- Select the box to the right that says “unbound” and right click it. Choose Properties.
- In the Text Box box with the Data tab selected click the ellipse […]
- In the Expression builder type “Count=(“ Then double click “sidstrGR_ABBR_CODE” from the fields located in the middle window. Now finish by typing a closing “)”.
- It should read “=Count([sidstrGR_ABBR_CODE])” Close, Save and Run your report

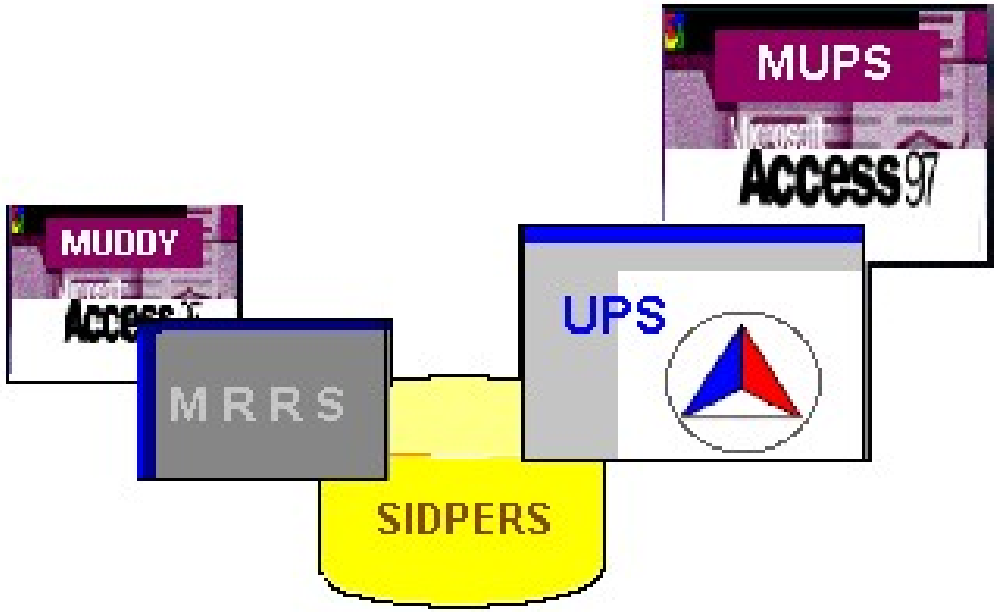
Looking For This?

- Alpha Roster
- Advancement
- Award Tracking
- Birthdays
- Bonus Query
- Chaplain Query
- Civilian Employ
- CTT Query
- EPS Requests
- ETS Roster
- FTM Query
- NG Query
- Label Information
- Leader Book
- NCO Query
- NCOER Query
- Non MOSQ
- No Val
- OER Query
- Officer Query
- Pay Data
- Phone Query
- REP Soldiers
- Clearance
- Units
- Excess Soldiers
- Rep Soldiers
- Security Clearance

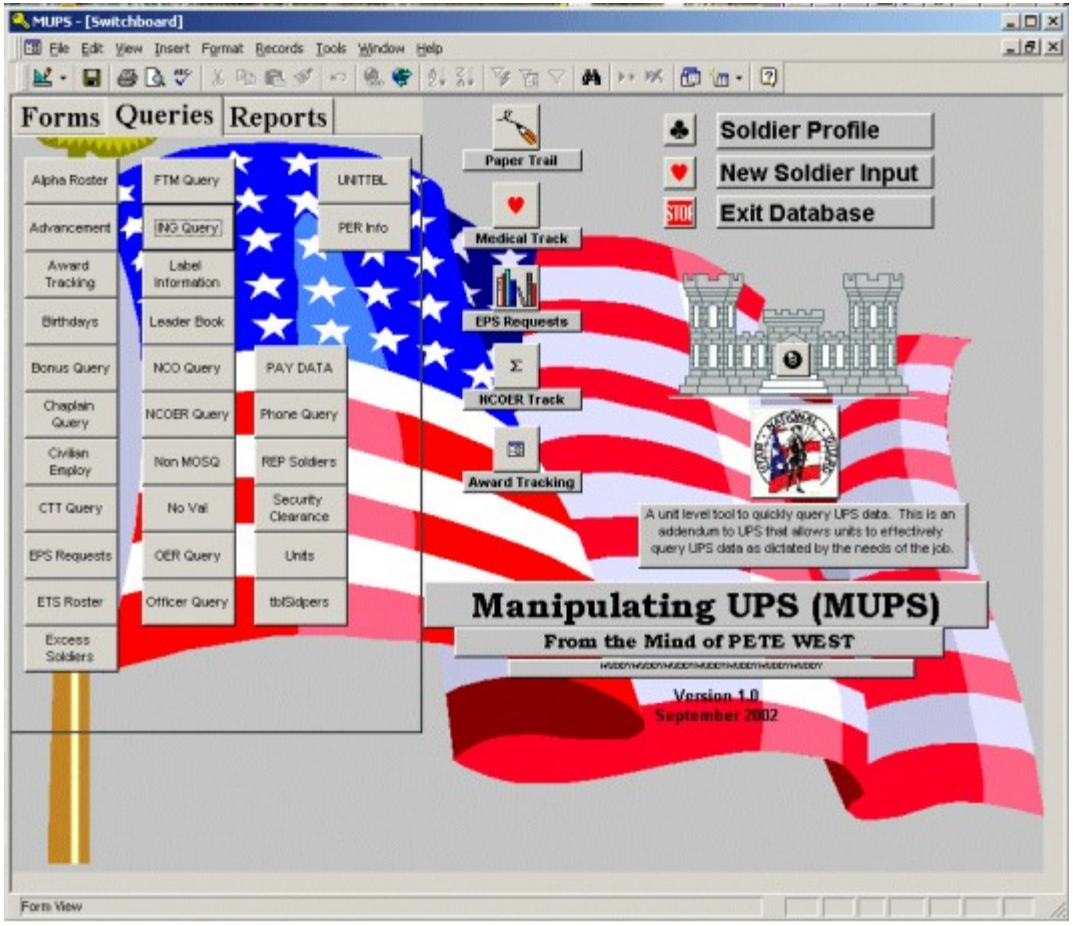
Why reinvent the Wheel!


Manipulating UPS (MUPS)
From the Mind of PETE WEST
A unit level tool to quickly query UPS data. This is an addendum to UPS that allows units to effectively query UPS data as dictated by the needs of the job.

As MUDDY Was to MRRS
MUPS is to UPS



MUPS Is A Turn Key Access Application!



Demonstration